

Lansing, Michigan

September 19, 2000

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, September 19, 2000, at 11:00 a.m.

Present: Dan Gustafson, Chief of Staff, representing Dick Posthumus, Lt. Governor, Chairperson
Theodore Hughes, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General
Julie Croll, Deputy State Treasurer, representing Mark A. Murray, State Treasurer
A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
Jean Shane, Executive Assistant, Office of the Superintendent, representing Arthur Ellis, Superintendent of Public Instruction

Arlene Oisten, Secretary

Absent: John Engler, Governor

Others Present: Sherry Bond, James Burris, Carol Schulz of the Department of Management and Budget; Randy J. Knapp of the Department of Transportation

1. CALL TO ORDER:

The meeting was called to order by Mr. Gustafson. In the absence of clergy, the Chairperson called for a moment of silence. Mr. Gustafson led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Hughes moved that the minutes of the State Administrative Board for the regular meeting of September 5, 2000, be approved as distributed. Mr. Dore supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule:

City of Novi, Police Department, Records, 8/24/00

City of Kalamazoo, City Clerk, Records Management, 8/22/00

Retention and Disposal Schedules:

Attorney General, Retirement Division, 6/12/00

Department of Community Health, Community Living Children and Families

Administration, Women, Infants and Children Program, 8/18/00

Consumer and Industry Services, Unemployment Agency, Office of Business and Financial Services, 6/27/00

Consumer and Industry Services, Office of Program and Policy Administration, 6/1/00

Department of Transportation, Bureau of Highway Technical Services, Design Division, 5/11/00

Treasury, Bureau of Revenue Motor Fuel, Cigarette and Miscellaneous Tax, 8/1/00

Mr. Hughes moved that the Certified Retention and Disposal Schedule and the Retention and Disposal Schedule be approved and adopted. The motion was supported by Ms. Shane, and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following page)

Ms. Croll presented the Building Committee Report covering the regular meeting held September 13, 2000. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of September 13, 2000 be approved and adopted. The motion was supported by Mr. Dore and unanimously approved.

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Mr. Dore gave the presentation of the Transportation and Natural Resources Committee Report for the regular meeting of September 13, 2000. After presentation and review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held September 13, 2000 be approved and adopted, noting that a letter had been received from the Director's Office explaining the retroactive agenda item, determined necessary by the Attorney General review. The motion was supported by Mr. Hughes and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Hughes moved the meeting be adjourned. The motion was supported by Mr. Dore and unanimously approved. Mr. Gustafson adjourned the meeting.

SECRETARY

CHAIRPERSON